

DCPS Afterschool Enrollment FAQs and Checklist

When and how may I enroll my child in the DCPS Afterschool Program?

You may demonstrate your intent to enroll your child in the DCPS Afterschool Program by filling out the *DCPS Afterschool Program Intent to Enroll Form*. You may submit this form to the registrar or to the afterschool coordinator at your child's school on or after April 5, 2010. This will enable your child to attend the afterschool program free of charge *for the first two weeks* of the 2010-2011 school year.

When may I fully enroll my child in the DCPS Afterschool Program?

You may enroll your child in the DCPS Afterschool Program between August 23 and September 3, 2010.

Where do I enroll my child in the DCPS Afterschool Program?

You enroll your child in the DCPS Afterschool Program at the main office of your child's school.

What do I need to bring with me in order to enroll my child in the DCPS Afterschool Program between August 23rd and September 3rd?

1. The DCPS Afterschool Program Enrollment Application and Signed FERPA Letter

You may download the enrollment application and the FERPA letter from the DCPS web site (<http://dcps.dc.gov>) or pick up a copy from the main office at your child's school.

2. Documentation of Relationship to the Student

One of the following methods may be used to demonstrate that you are your child's parent or guardian:

- Documentation of TANF status which includes children's names: Either
 - A letter with the child's name listed from the TANF worker, *or*
 - An Automated Client Eligibility Determination System (ACEDS) printout (active case with the child's name listed)
- Birth certificate
 - Birth certificate that includes the parents' names.
 - NOTE: The small card without the parents' names will NOT be accepted.
- A passport including parents and children (U.S. passports are not acceptable.);
- Adoption papers/Court papers; or
- A referral from a DC Government Agency

3. Income Documentation – If seeking reduced or free afterschool care, please provide income documentation in one of the following forms:

A. Documentation of TANF-eligibility – Please bring *either*:

- A letter with the child's name listed from the TANF worker, *or*
- An Automated Client Eligibility Determination System (ACEDS) printout (active case with the child's name listed)

B. A letter from your employer

- This is acceptable only if you have a new job or are employed as a domestic employee and do not receive pay statements. The letter must specify hours of work and salary.

C. Copies of the most recent 3 pay stubs for every adult in the household.

- The most recent pay stub must be no more than 30 days old.

Your afterschool coordinator will use these documents to complete the sliding scale monthly fee worksheet required to determine participation fees.